



Peter S. Gunther
Superintendent of Highways

TOWN OF HUNTINGTON HIGHWAY OFFICE

30 Rofay Dr., Huntington, NY 11743
Tele. 631-351-3077, ext 116 Fax 631-499-3512

BANNER INSTRUCTIONS **AGREEMENT FORM**

ALL REQUIRED FORMS MUST BE COMPLETED 3 WEEKS PRIOR TO BANNER HANGING

- A **PSEG Long Island AGREEMENT** and Certificate of Insurance for PSEG are required.
To request an AGREEMENT, contact:

Thomas Fagan via email Thomas.Fagan@PSEG.com (preferred method)

Mailing Address:

Thomas Fagan PSEG Lighting and Attachment Rep
PSEG Long Island LLC
1650 Islip Ave.
Brentwood, NY 11717
Office 631-233-8312
Fax 631-291-4463

- A **VERIZON AGREEMENT** and Certificate of Insurance is required by Verizon.
Contact: Greg Pasquale
631-687-8472
Email: Gregory.a.pasquale@verizon.com (preferred method)
- Provide a **certificate of insurance** for the Town of Huntington showing General Liability and Property Damage Insurance that is **no less than \$2,000,000 (2 Million) per occurrence and \$2,000,000 (2 Million) general aggregate**. The certificate must:
 - a) Name the Town of Huntington as additional named insured by endorsement
 - b) Provide for the Town of Huntington as Certificate Holder
 - c) Provide that the Certificate Holder be notified 30 days prior to cancellation, nonrenewal or material change of action.
 - d) Specifically reference the banner location(s) and dates of hanging.
 - e) **Certificate Holders Address should be: Town of Huntington, 30 Rofay Dr., Huntington, NY 11743.**
- **Sign the attached Banner Agreement Form and have notarized.**

BANNER PREPARATION - ALL BANNERS MUST BE:

- Made of Non-electrical Material
- Maximum weight of 25 pounds
- In new/excellent condition
- Include 200ft of 1/4" TWISTED NYLON AND POLYESTER ROPE.
- ROPE WORKING LOAD LIMIT SHOULD BE AT LEAST 124LBS.
- 1 Roll of 3/4" wide ELECTRICAL TAPE
- Banner needs to be brought to the Elwood Highway Office pre-strung in individual boxes labeled with:
 1. Name of Event Sponsor
 2. What is stated on the banner
 3. Your name and phone number
 4. Desired Banner Location

Link Letter Banners should be no larger than two lines. Solid Banners must have wind ports (rope must be thick). Wording on banners may not refer to any type of corporate sponsorship. Information on the banner should be limited to name of event, date of event, place of event and name of non-profit organization benefiting from the event. The banner must be checked for accuracy prior to drop-off at the Highway Office.

Banner Pick-Up:

After your event, you will have two weeks from the date of event to pick-up your banner(s). Banners can be picked up at the Elwood Office weekdays before 3:30pm. Thereafter we are not responsible for storage, and we will dispose of same.

The Town of Huntington is granting its consent to:

Hereinafter referred to as the "Organization" to conduct its activities on the streets and highways of the Town and the "Organization" requesting said consent hereby agrees that the "Organization" shall indemnify and hold harmless the Town of Huntington, its agents, volunteers, and employees in the event that any claims of personal injury or property damage is made arising out of the activity being conducted by the "Organization."

It is further agreed to and understood that the Town of Huntington is in no way involved with the "Organization" herein, nor the activity in question, other than to have consented to permit the "Organization" named herein to specified use of the locations outlined in the permit for a limited period of time. _____.

INITIAL

Organizations Name: _____

MUST BE SIGNED BY ORGANIZER, IN THE PRESENCE OF NOTARY PUBLIC AND RETURNED IN ORDER TO RECEIVE A PERMIT.

AGREED TO AND UNDERSTOOD BY: _____

SIGNATURE

PRINT NAME

DATE: _____

The undersigned represents the group of organization requesting this permit above described and understands that they are bound by the terms of the Agreement.

State of New York

_____ ss

County of Suffolk

On the _____ day of _____, in the year _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____

_____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual acted, executed the instrument.

Notary Public